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AUG 18 1952

MEMORANDUM FOR: Director of Training
Chief of Administration/DD/P
Assistant Deputy Director, Administration (E&S)
[redacted] Special Assistant to DD/A
General Counsel
Auditor-in-Chief
Assistant Director (Personnel)
Comptroller
Chief, Medical Staff
Chief, Procurement and Supply Office
Chief, General Services

SUBJECT : Deputy Director (Administration) Staff Meetings

1. The regular weekly Deputy Director (Administration) Staff Meeting, which heretofore has been held at 3 p.m., Tuesday afternoons, will in the future be held at 4 p.m., Monday afternoons. The meetings for the 13th and 25th of August will be held in the Conference Room, 132 South Building. Thereafter, the meetings will be held in the Director's Conference Room, Administration Building.

2. It is requested that attendance at these meetings be confined to the individuals addressed, except that Chiefs of the Deputy Director (Administration) Offices may be represented by their Deputy or specifically designated alternates when the Chiefs themselves are away.

[redacted]
L. K. WHITE
Assistant Deputy Director
(Administration)